

Republic of the Philippines
MINISTRY OF PUBLIC WORKS
MPW Building Bonifacio Drive, Port Area, Manila
OFFICE OF THE MINISTER

19 March 1981

Ministry Order) Subject: Organizing Suggestions and
) Incentive Awards Committees
No. 81-12) for the Ministry Proper,
x-x-x-x-x-x-x-x-x) Regional and District Offices.

Pursuant to the provisions of Section 33, Article VIII of P.D. 807, and in relation to Budget Circular No. 286 and Civil Service Memorandum Circular No. 3, which took effect January 1, 1978, copies enclosed, the various Suggestions and Incentive Awards Committees that shall determine and select deserving employees for merit increases in this Ministry is hereby organized as follows:

A. For Employees in the Ministry Proper

1. Asst. Secretary for Personnel Management and Development - Chairman
2. Chiefs of Services - Members
3. Chief, Management Division - Member
4. Chief, Personnel Division - Member-Secretary

The Chief of Service shall only sit as member if the employee-nominee for award is within his service.

B. For District Engineers (Chief Civil Engineers)

1. Deputy Minister - Chairman
2. The Three Asst. Secretaries - Member
3. Chief, Personnel Division - Secretary

C. For Employees in Regional Offices

1. Regional Director - Chairman
2. Asst. Regional Director - Member
3. Division Chiefs - Member
4. Administrative Officer III - Member
5. Personnel Officer II - Secretary

The Division Chief shall only sit as member if the employee-nominee for award is within his division.


D. For Employees in District Offices

1. District Engineer - Chairman
2. Asst. District Engineer - Member
3. Administrative Officer I- Member
4. Personnel Officer I - Secretary

Any member of the foregoing committees who is a nominee for award is disqualified to sit as member. All evaluations made by the Committee shall be submitted to the Minister for approval/confirmation before any decision may be implemented.

The guidelines or procedures to be followed in the determination and selection of deserving employees and the amount of merit increase that may be awarded shall be as stated and outlined in Budget Circular No. 286 and Civil Service Memorandum Circular No. 3, previously referred to above.

Compliance herewith is enjoined.


ALFREDO L. JUINIO
Minister
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